

## DIRECTIONS

**Annual Wage and Hour Report (AWHR) Form.** This is a required report that should be completed for each student who participated in a career and technical cooperative education (CTE) program any time during the school year. This report must be submitted online. Hard copies of reports will not be accepted.

The report is due by **June 6** this year.

Click the PDF File entitled **REPORT DIRECTIONS** and follow these directions to enter data and complete the report. This is very important the first time you use the online format.

### ASSISTANCE:

Technical questions should be sent to your local SSWS Administrator or to the CTE Data Specialist, Glenn Davis at 804-371-2924 or [Glenn.Davis@doe.virginia.gov](mailto:Glenn.Davis@doe.virginia.gov).

Questions regarding cooperative education should be submitted to Sharon Acuff, Marketing Specialist, at 804-225-2846 or [Sharon.Acuff@doe.virginia.gov](mailto:Sharon.Acuff@doe.virginia.gov)

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## DIRECTIONS FOR COMPLETING THE CTE COOPERATIVE EDUCATION Annual Wage and Hour Reports

### **SSWS Login and Password**

- 1) If you submitted data last year to the Annual Wage and Hour Report (AWHR) you already have a Single Sign-on Web site (SSWS) Login and Password. Once you access the link, <https://p1pe.doe.virginia.gov/ssws/login.page.do/>, if you have forgotten your password, click on the "I Forgot My Password" link for assistance. Once you successfully gain access to the AWHR report, proceed to step number 5 of these directions.
- 2) If you have never submitted data, your first contact will be your Career and Technical Education Administrator for obtaining the process for requesting a Single Sign-on Web site (SSWS) Login and Password from the SSWS Administrator in your school division. Ask the SSWS administrator to provide you with a SSWS Login and Password and access to the Annual Wage and Hour Report (AWHR) application. Be sure to follow the local procedure for obtaining the logins and passwords from the SSWS administrators. Your SSWS Administrator will provide the Login and Password and access to the AWHR application. You will receive the Username from your SSWS administrator and a temporary Password via a system generated e-mail to the e-mail address you have provided to the SSWS administrator. You can set up a permanent Password the first time you log into SSWS.
- 3) Once you have the Username and Temporary, you may go to the link, <https://p1pe.doe.virginia.gov/ssws/login.page.do/>. Bookmark that link.
- 4) Once you access the link, enter your Username and temporary Password. The system will prompt you to enter a new permanent Password (this step happens only once for first time users) that you can use for subsequent logins. Remember your Username and new Password. After you setup the Password, choose the Annual Wage and Hour Report (AWHR). If you have problems, contact your local SSWS administrator listed on the right-hand side of the screen.

**NOTE:** If the right menu bar doesn't show without using the scroll bar at the bottom of the screen, they should check the screen resolution. It should be set to a minimum of 1024 X 786.

### **Entering Data**

- 5) Choose the Annual Wage and Hour Report (AWHR) if you have not already done so. To enter data, click MAINTAIN DATA on the top of the right-hand side of the screen. Provide the information in the drop-down boxes.

You may run out of visible space in some of the cells on this screen. It will text wrap the data you entered. The complete cell will be visible when you print out the final PDF report.

### **Read the information below before entering any data:**

- a. If you need to enter data for different program areas (marketing and business) enter the data in one program area, save, exit and then re-enter the web site using the same login and password as before to enter the data for the additional program area.
- b. Report data on any student who participated in a career and technical cooperative education program at any time during the school year. If a student left school or dropped the cooperative education component of a class, you will report the data for the time the student participated.
- c. Include all applicable courses with students for whom you are reporting hours by holding down the control key and selecting with a left mouse click. To de-select a course, use the same procedure.
- d. All items with an asterisk (\*) are required fields and must be completed. Pull-down menus have been provided where possible. **NOTE:** The Employer field cannot exceed 50 characters in length.
- e. When you have entered the data, click SAVE. **NOTE:** Save data frequently because there is a timeout feature (20 minutes) that will cause you to lose data if it is not saved often.
- f. The STUDENT TESTING ID (STI) is a number assigned to all students for all reporting purposes. These numbers are ten-digit numbers that currently start with 101 and may most likely be obtained from your school guidance department.
- g. Based on the STUDENT TESTING ID (STI) entered, the system pulls the student's name from the DOE internal records. If the record is available then the system pre-populates the name in the Student Name field in Last Name, First Initial order.
- h. When entering employers, you should identify multiple store chain businesses by their address, for instance: McDonald's, Broad Street; McDonald's, Midlothian Turnpike; Macy's, Chesterfield Town Center; Macy's Short Pump Town Center. **NOTE:** The Employer field cannot exceed 50 characters in length. When you do this, all of the information will not show on the entry screen. Entering employers in this manner will count them as a separate employer because they are in different locations. It will be visible on the final print out.

- i. If a student held more than one job or if wages change, you may use additional lines to report the new employers, wages, and hours. You may copy and paste the STUDENT TESTING ID (STI) and name. The program will automatically know to count the student only one time (using the STUDENT TESTING ID). The Total Employers box will automatically count the number of employers as you enter different ones. If you add additional lines at the end to make the changes for a new job and/or a new wage, you can click the sort feature in the columnar heading for STUDENT TESTING ID (STI) on the next screen, and that will list students who have more than one line of data in order. The sort feature is performed in the VIEW DATA screen (the next screen).
- j. The column to report gratuities (or service tips) is available for those students who are in positions that support tips in addition to a base wage. This would be typical in some Marketing-related positions. You'll note the column is not asterisked as required so that when reporting for students who do not earn tips, that column does not need to be completed.
- k. Click ADDITIONAL ROWS as you need them.
- l. All wage/hour calculations are performed by the program. **IMPORTANT: Do not enter hours that exceed 1,000 with a comma in the number. It will not allow you save if you use this format. E.g. Input 1295.** Amounts will align in the final PDF report.
- m. Once you have entered the data and clicked SAVE, a screen will appear that summarizes the data you just entered. A message will appear at the top of the screen "Data was successfully submitted. Data can be modified until June 6, 2008." You should review all data and make any modifications. If modifications are needed, make the changes on this screen and save again before proceeding. **Each time you save your report, the updated version is sent to the DOE.**
- n. Verify the total number of students and employers at the bottom of the screen before accepting the final count.
  1. A misspelling of an employer name in one instance could cause an employer miscount. If you click the sort feature in the employer column, it will make your review easier to do.
  2. An employer only may be reported once—even if you have multiple students working at that site. Therefore, you may have 25 students working but only 10 employers if several students are working for the same business or industry. If the count at the bottom of the screen is incorrect, check the spelling of the names of the employers.

### **Viewing Final Reports**

- 6.) To view final reports, select the REPORTS link in the upper right-hand corner of the screen. There are two options to view the final report: Program Summary and Submission Report.
  - a. To see the data you entered, view the Submission Report. Choose the academic year, your high school, and the program to view.
  - b. You have two options to view reports:

screen: allows you to view data in a non-print format. You may sort by column on this screen to review and verify the data you entered earlier.

pdf: allows you to sort in three different areas: STUDENT TESTING ID (STI), Student Name, and Employer and enables you to print your final report. Click VIEW REPORT, then click the print button at the top of the screen.

If you see information at this point that is incorrect, you may still correct it. Close this window in the top right corner (X). On the page you return to click the MAINTAIN DATA link in the top right corner of this screen. Provide the high school name in the drop-down box and input your corrections on the next page.

- c. To see a summary by program area for the entire school division or another school division view the Program Summary Report. You may view this report by program area or all program areas for your school division.

### **Final Submission of Annual Wage and Hour Report**

- 7.) After all of your revisions are complete, save the data again which submits the report to the DOE. Each time you save the data, the newest version is sent to the DOE. You should print and submit the report to your department chairperson, your principal, your local CTE administrator, and others as identified locally. You may still view and print your report later by clicking on the REPORTS link.

### **ASSISTANCE:**

Technical questions should be sent to your local SSWS Administrator or to the CTE Data Specialist, Glenn Davis at 804-371-2924 or [Glenn.Davis@doe.virginia.gov](mailto:Glenn.Davis@doe.virginia.gov).

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